

# VEDA User Guide

New York State Board of Elections — Election Data Submission Platform

## 1. Overview

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VEDA is the secure platform used by New York State election authorities to submit and manage election data. For each election your authority conducts, you will:

1. **Create an election event** in VEDA.
2. **Upload four data files** — Poll Sites, Election Results, Voter History, and District Maps.
3. **Track your compliance status** on the dashboard until all files are submitted.

If your authority did not hold any elections during a given year, you can certify that instead.

## 2. Your Dashboard

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When you log in, the Dashboard is your home base. From here you can:

- **View your election events** — Each event appears as a card showing its name, date, and file upload progress.
- **Create a new election event** — Use the "New Election Event" button.
- **Upload files** — Click "Upload Files" on any election event card.
- **View your submission history** — Click the "History" button.
- **Certify no elections** — Use the "No Elections" button if your authority held none that year.

## 3. Creating an Election Event

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Before uploading files, create an election event:

1. Click "**New Election Event**".
2. Fill in the **Election Date**, **Election Type**, **Certification Date**, and **Filing Type**.
3. VEDA automatically generates an **Election Name**.
4. Click "**Create Election Event**" to save.

**Important:** Copy the election name using the copy button — you will need it in your data files.

## 4. Using the Election Name in Your Files

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Every data file must include the correct Election Name:

1. Copy the election name using the **copy button**.
2. Paste it into the **ElectionName** column for every row.
3. The name must match **exactly** — including spacing, capitalization, and punctuation.

## 5. Uploading Files

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Step	File Type	Description
1	Poll Sites	Locations where voters cast their ballots
2	Election Results	Vote counts, candidates, and outcomes
3	Voter History	Voter participation records
4	Invalid Affidavits	Invalid affidavit ballot counts and rejection reasons
5	District Maps	Geographic boundary files for districts

### Upload a File

Drag and drop your file into the upload area, or click to browse.

### Paste Your Data

Copy data from Excel or Google Sheets (including headers), paste, and click "Analyze Pasted Data."

### Column Matching

VEDA checks column headers automatically. If some cannot be matched, click "Map Columns" to assign them manually.

## 6. File Requirements

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Requirement	Details
Maximum file size	5 MB per file
Accepted formats	CSV, XLSX, XLS, or JSON (District Maps: ZIP or GeoJSON)
Date format	MM/DD/YYYY
Header row	Required with correct column names
Election Name column	Must match exactly

## 7. Attestations

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Available for **Poll Sites**, **Invalid Affidavits**, and **District Maps**.

### **Poll Sites**

Click "Attest — No Changes" then confirm.

### **Invalid Affidavits**

If there were no invalid affidavit ballots, click "Attest — No Invalid Affidavits" then confirm.

### **District Maps**

(1) No Change Attestation or (2) State GEO Map Attestation.

**Important:** Attestations are publicly visible and recorded.

## 8. Amending a Submission

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1. Open the election event and navigate to the file type.
2. Upload your corrected file.
3. Enter **Amendment Notes** describing the change.
4. Click "Upload File."

All versions are saved in Version History.

## 9. Certifying No Elections

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1. Click "No Elections" on the Dashboard.
2. Select the year.
3. Click "Certify No Elections."

**Important:** This certification is permanent and cannot be undone.

## 10. Compliance Status

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Status	Meaning
Complete	All five files uploaded or attested
Incomplete	One or more files missing
Compliant	No Elections Certification — in good standing

## 11. Getting Help

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- **FAQ** — sidebar on the Dashboard
- **Data Dictionary** — column definitions and validation rules
- **Phone:** (518) 474-6220
- **Email:** info@elections.ny.gov